

18th July, 2016

Executive Director/Chief Executive Officer
National Centre for Women Development
No. 1 Better Life Way, Central Business District
Abuja.



Dear Sir,

FREEDOM OF INFORMATION (FOI) REQUEST FOR THE LIST OF CONTRACTS AWARDED BY THE NATIONAL CENTRE FOR WOMEN DEVELOPMENT IN THE YEAR 2015 AND THE PROCUREMENT PLAN WITHIN ITS APPROVAL THRESHOLD FOR THE YEAR 2016

The Public and Private Development Centre (PPDC) is a citizen sector organisation that seeks to promote increased citizen's participation in governance in a way that supports improved integrity in public sector governance systems through monitoring and reporting on public finance expenditure.

On behalf of PPDC, we write pursuant to the provisions of the **Freedom of Information Act, 2011** to specifically request for the:

- LIST OF CONTRACTS AWARDED BY YOUR MDA IN THE YEAR 2015
- PROCUREMENT PLAN WITHIN ITS APPROVAL THRESHHOLD FOR THE YEAR 2016

Attached to this letter is an **FOI Request template and response format with examples** to guide you while providing your response. The requested information for the Tender stage (See B Part of the template) should correspond with each contract title stated in A (Kindly refer to the attached FOI response template for a full list of requested information and guideline to ensure all stages of procurement processes are covered in your response).

This request is in line with **Section 2(3) & (4)** of the **Freedom of Information Act 2011** which require all "information relating to the receipt or expenditure of public or other funds of the institution" to be "widely disseminated and more readily available..."

We would appreciate it if the information is made available to our representative promptly but in any event, not later than 7 days from the date of receipt of this application, as required by the **Freedom of information Act. 2011.**

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: 07066618896 or via email: ppdc@procurementmonitor.org

Thank you.

Yours sincerely,



Samuel Offia,
Program Officer
Public & Private Development Centre (PPDC)